

DATE: January 7, 2002

TO: ALL STATE AGENCY PERSONNEL OFFICES

SUBJECT: CHANGES TO STATE EXAMINATIONS AND/OR EMPLOYMENT APPLICATION (STD 678)

The State Personnel Board (SPB) has recently revised the State of California Examination and/or Employment Application (STD 678). Six changes were made in order to clarify language on the application, and/or to comply with a recent Precedential Board Decision.

- Question 5, Page 1, of the application was revised as follows:

“Have you ever been dismissed or terminated from any position for performance or other disciplinary reasons? (Applicants whose dismissals or terminations were overturned, withdrawn [unilaterally or as part of a settlement] or revoked need not answer “yes”.)”

“If “Yes” to Question 5, give details in Item 12 and refer to the Instructions for further information.”

The above change complies with the Board’s decision in the Matter of Richard C. Toby (SPB Case No. 00-1572).

In conjunction with the change to Question 5, the instructions on Page 6 related to this question have been updated.

- The definition of a “Disabled Person” on Page 5, of the application has been changed to read as follows:

“A person with a disability is an individual who: (1) has a physical or mental impairment or medical condition that limits one or more life activities, such as walking, speaking, breathing, performing manual tasks, seeing, hearing, learning, caring for oneself or working; (2) has a record or

history of such impairment, or medical condition; or (3) is regarded as having such an impairment or medical condition.”

The definition was changed to conform to the Americans With Disabilities Act.

- Language was added to notify applicants of their rights related to inspection of examination papers. The new language, which appears at the bottom of Page 6, in the section titled, “Note”, states as follows:

“Your rights to inspect your examination papers are set forth in Section 186-189 of Title 2 of the California Code of Regulations, which can be accessed on the State Personnel Board’s website at www.spb.ca.gov.”

This addition was made in order to comply with Section 1798.17 of the Information Practices Act which states that, “each agency shall provide on or with any form used to collect personal information from individuals the notice specified in this section. Specifically, the above change was made to comply with 1798.17(h) which requires that the notice shall include, “The individual’s right of access to records containing personal information which are maintained by the agency.”

- Question 6, Page 1, of the application requests information on applicants’ bilingual skills. This question was changed to read as follows:

“In addition to English, list any other languages you:
a. possess verbal fluency in _____
b. possess written fluency in _____”

This change was made to clarify and simplify the question for applicants. In addition, the change will provide an adequate amount of space for the applicant to note their responses to the question.

- A box which allows applicants to provide their e-mail address was added to Page 1.

This addition was made to enable departments greater flexibility when contacting applicants.

Subject: Changes to Examination and/or Employment Application
January 7, 2002
Page Three

- Number 15, beginning on Page 2 of the application, asks applicants to list their employment history. For each entry, candidates are now asked to provide the name of their supervisor.

This addition was made to aid employment verification by hiring departments.

Many State departments have created their own customized scannable or on-line exam applications which should be changed in accordance with the information outlined above. Per Government Code Section 18720.1, the SPB is responsible for the review of all employment forms utilized by State agencies, including customized and on-line applications. Prior to duplication, please send your customized applications for review and approval to Daisy McKenzie, Manager, SPB Examination Services Unit, 801 Capitol Mall, MS 37, Sacramento, CA 95814.

We anticipate that the new applications will be ready around the first week in February, 2002, and will be available from the Forms Management Center, Department of General Services (DGS). As of the date of this memo, departments may no longer use the current paper or scannable versions of the application. Rather, until such time as the new paper version is ready for distribution by DGS, and the new scannable version is ready for distribution by SPB, departments are directed to download and duplicate the on-line version of the application (<http://forms.spb.ca.gov/>).

If you have questions regarding the changes to the application, please contact Daisy McKenzie, Manager, SPB Examination Services Unit, at (916) 653-1232, or TDD (916) 653-1498.

Karen Coffee, Chief
Personnel Resources and Innovations Division